Administrator's Guide for Orientating & Onboarding a New Faculty Member

Faculty Member Name:			
Department:		Appointment Type:	
Division:		Academic Rank:	
Western ID		Start Date:	

Part 1: Up to Six Weeks Before (If Applicable)

	☐ Order new/upgraded computer equipment (if required) ☐ Set up telephone services (Contact your directory coordinator) ☐ Request access to required resources (Internet, Engineering network account/drives)
	Draft a training/orientation plan for the new employee's first few months (include key contacts)
	(If applicable): **Immigration/Work Permit** – Ensure that all documentation has been submitted by the New Faculty Member (ie. Permanent Resident Card, Work Permit, etc)
	ADMINISTRATIVE ROLES ONLY (including CHAIRS, DIVISIONAL LEADERS, ETC.) • Discuss mentor or buddy opportunities with current holder of the position/department chairs

Part 2: The Week Before (If Applicable)

	☐ Ensure work area is prepped, cleaned and stocked with basic office supplies ☐ Ensure phone/internet has been set up ☐ Obtain temporary parking cards (if needed) ☐ Update Department directory / Distribution lists
	Send out announcement containing information about the new hire's background, anticipated start date, role and how to reach them.
	Request building card access once you have obtained the Western ID for the new hire. Inform new faculty member that keys must be requested by the employee. The supervisor/hiring manager will be contacted to confirm their request.

Part 3: The First Day (If Applicable)

	Provide Western Faculty Member – Orientation Checklist & token gift from Western Engineering's merchandise (ie: mug, pen).
	Review the overall orientation plan and ask about further needs.

	Chair to review the employee's role and their expected outcomes.
	Review your unit's structure, mission, vision and values, and explain how the employee's role contributes to these and to the goals of the unit.
	Tour of office/building (review emergency exits/protocol)
	Explain the formal and informal performance management and performance development processes
	Review key behavioural expectations and Departmental norms: • Telephone, e-mail and internet use, as well as copy and fax use • Protocols for sharing common resources • Covering of absences • How to notify supervisor of planned or emergency absences • Unit/Department/Division social/departmental events • Unit's health and safety practices • Discuss how vacation requests are handled
	Review office policies and procedures: • After hours and weekend office access • Office organization (files, supplies, office slides, business cards, etc.) • Office resources (directories, manuals, documentation) • Unit/Department/Division Meetings • Confidentiality • Emphasize the importance of the Code of Conduct/Equity & Human Rights • Available Western Engineering ITS support • Review Health & Safety information (http://www.uwo.ca/hr/safety/topics/first_aid.html)

Part 4: The First Week (If Applicable)
Introduce employee to key contacts and set up meetings

Ensure completion of on-line training modules, which may include but is not limited to:
 	
• **Required training for all roles:**
   o Accessibility in Service
   o Safe Campus Community—Preventing Harassment, Violence, and Domestic Violence at Western
   o Health and Safety Awareness Training – Supervisor or Worker
   o Basic WHIMIS—Workplace Hazardous Materials Information System
• **Required training based on work/study area*:**
   o Laboratory Safety (When you register, search for the course number "LABHW")
   o Biosafety (When you register, search for the course number "BIOSA")
   o Radiation

	o X-Ray Safety (Complete the registration form and submit, you will receive a follow-up email message with further instructions) o Laser Safety • Employment Equity Survey *Note: Training may be required before an individual can be given access to a lab
	Ensure employee is aware if there is additional training required by their role and book any additional role-specific safety training.
	Assist employee with obtaining their WesternOne (ID) Card from Student Central in Western Student Services Building, Room 1120 (Once they have received their Employee ID number).

Part 5: After The First Month (If Applicable)	
	Chair or delegate to schedule meetings to discuss: ☐ How the employee perceives the department so far; address any concerns? ☐ Are there enough opportunities to learn and grow? How can you support their ongoing development? ☐ Are they running into any hindrances to their productivity? What are they and how are they affected by them? ☐ What suggestions for improvement do they have? ☐ Ask if they need assistance setting up their first Mentorship Committee meeting. ☐ Discuss career development and plans for the future. ☐ Continue providing regular informal feedback by having frequent discussions about assignments, productivity, and comfort level.
	Provide information about continued learning opportunities, additional training and support services. The Educational Assistance Program (EAP) site describes financial support programs for continued learning.
	Follow up to ensure training has been completed.

Part 6: Ongoing (If Applicable)	
	Sign up for the below Leadership courses through Faculty Relations: • BASICS Leader Course / Summer Academic Leader / Leadership Forum